

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 2
Adult Program Administration**

TRANSFER OPPORTUNITY

Intermediate Typist Clerk (Spanish Speaking)

The Service Area 2 Adult Program Administration is looking for an experienced Intermediate Clerk Typist (ITC). Working under a Mental Health Clinical Supervisor, this position is part of a field based mobile team that will outreach, engage and triage homeless individuals with mental illness in the San Fernando Valley and Santa Clarita Valley geographic areas.

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversight of ITC assignments and daily workflow. Reception coverage entering, completing cash reconciliations, completing bus token and stamp reconciliation
- Running 270 Report in IBHIS
- Responsible for posting claims in IBHIS: including checking financial eligibility, system-wide registrations and family registrations in IHBIS
- Data entry, scanning documents/paperwork into IBHIS
- LUA for IBHIS
- Update and maintain time records
- Completion of new hire packets
- Oversee CAL-Cards, petty cash and bus token disbursement
- County vehicle coordinator, responsible for vehicle log and maintenance
- Other duties as assigned by the supervisor or District Chief
- Xeroxing, scanning and faxing
- Essential office duties

DESIREEABLE QUALITIES:

- Spanish speaking
- Highly organized and detail oriented
- Ability to work collaboratively with various team members
- Proficient at using various computer programs including IBHIS, Microsoft Word, Excel, Outlook, and the Integrated System (IS)
- Excellent customer service skills
- Multitasking skills
- Flexible

Individuals currently holding the title of Intermediate Clerk Typist are encouraged to submit their resume and Performance Evaluations for the last 2 years to the contacts below.

Colleen Castro
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818-610-6750 (ph)
818-347-8736 (fax)

Ramona Casupang
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818-610-6726 (ph)